

JOB ANNOUNCEMENT

SESSION AIDE FOR DEMOCRATIC SENATOR'S OFFICE

<u>Summary:</u>	Full time 8AM-5PM Monday -Friday, session-only position (January 3 – March 2022). COVID-19 Alert: Due to operational changes in response to the COVID-19 pandemic, some of the functions of this position may be performed virtually.
<u>Mission Statement:</u>	To provide superior quality office support to a senator and the senator's Legislative Assistant to successfully fulfill the obligations of the member's elected position.
<u>Compensation:</u>	Salary \$2865/monthly. Benefits are not provided.
<u>Reports to:</u>	Senator and their Legislative Assistant
<u>Typical Work:</u>	Answer office phone; assist Legislative Assistant in maintaining senator's schedule; respond to e-mail and hotline inquiries as directed by the Legislative Assistant; communicate with constituents on case work and legislation; track progression of senator's bills through the legislative process, including following-up on committee hearings; prepare and maintain bill files; conduct research to respond appropriately to constituents' inquiries and follow each through to conclusion; perform other work as required.
<u>Qualifications</u>	
<u>Knowledge of:</u>	Legislative process; general office practices.
<u>Ability to:</u>	Exercise professional judgment and discretion, maintain confidentiality; communicate effectively, both orally and in writing; work cooperatively under the direction of Legislative Assistant and/or senator, organize and prioritize information for Legislative Assistant and/or senator; operate basic computer and associated software programs.
<u>Experience:</u>	Prior state legislative or congressional experience is strongly preferred. One year of office/administrative experience or one year of post high-school education and one year of experience. OR Acceptable education, experience, and knowledge as determined by the Senator and/or the Legislative Assistant in consultation with the Secretary of the Senate.

If you would like to work for a **Democratic** senator, please submit your resume and a letter of interest **no later than November 26th, 2021** via e-mail to crystal.florez@leg.wa.gov.

PRIORITY DEADLINE: November 19th, 2021

The Senate is an equal opportunity employer and does not discriminate on the basis of race, creed, color, national origin, sex, marital status, sexual orientation/gender identity or expression, religion, age, disability, honorably discharged veteran or military status, or the use of a service animal by a person with a disability.

Persons requiring reasonable accommodation in the application process or requiring information in an alternative format may contact the Senate Human Resource Officer at 360-786-7583 or at alison.hellberg@leg.wa.gov.